



# Job Announcement

Cicatelli Associates Inc. / February 2019

## Project Manager/Technical Advisor

CAI is seeking a highly motivated and organizationally skilled professional for the full-time, exempt position of **Project Manager/Technical Advisor**. They are responsible for coordinating the design, delivery and evaluation of the HRSA HAB HIV/AIDS Bureau funded National Training and Technical Assistance Center that supports the submission of high-quality client-level data. The Project Manager/Technical Advisor will work hand-in-hand with the Project Director in leading data-to-day activities of Data and Reporting Technical Assistance (DART) Team, focused on improving collection, reporting and use of data, and implementing systems using web-based and distance-learning capacity building and technical assistance modalities (i.e.: capacity/needs assessment, conference calls, webinars, learning communities, coaching, web-based resources). This position is located in CAI's NYC office.

### **MAJOR TASKS AND RESPONSIBILITIES (include, but are not limited to):**

- Provide management, coordination, and administrative and technical support for the *HRSA DART* and other projects as assigned.
- Coordinate, develop and disseminate public health survey tools designed to assess current status of public health delivery models, infrastructure, strategies and outcomes.
- Facilitate the design, delivery, and evaluation of web-based and distance learning capacity building strategies including, but not limited to: organizing and facilitating web-based and distance webcast training series, including quality assurance through pre/post production, and evaluation; facilitating learning communities; providing and facilitating individualized, expert and peer-to-peer coaching and mentoring experiences; ensuring access to web-based resources.
- Manage and coordinate development of project resources including collation of all training materials and coordination of curriculum and tool development
- Coordinate, plan and facilitate relevant literature reviews, analysis of data sets to inform project planning, monitoring and evaluation efforts.
- Manage communication with funder and partners using a committee structure, including drafting agenda, identifying and recording action items, maintaining contact lists.
- Manage communication with recipients, including preparing and sending HTML email alerts and monitoring and updating website content.
- Monitor TA requests, respond or refer as needed to ensure requestor needs are met.
- Maintain detailed TA tracking log to document individual and cluster TA (email alerts sent and webinars) provided by grantee and by topic.
- Assist in preparation of all project related reports, funding proposals, research and evaluation findings.
- Develop, coordinate and oversee the dissemination of project evaluation or research findings through written, web-based, tabular and power point presentation.
- Assist Project Director with budget oversight and grants management.
- Other duties as necessary/assigned.

### **MINIMUM EDUCATION, EXPERIENCE AND OTHER REQUIRED SKILLS:**

*This is an advanced level position that requires a Masters Degree in Public Health with specialized skills in application of data analysis software to facilitate evaluation of public health programs. Summary of requirements is provided below.*

- Masters degree in public health with experience in design and delivery of capacity building services to improve the efficacy of public health strategies and enhance outcomes.
- Minimum of 2 years experience working in related field (knowledge of HRSA/HAB Ryan White HIV/AIDS Program desired)

- High-level understanding of relational databases, data structure and format. Including experience designing data collection and reporting forms, systems and guidance
- Experience analyzing data and presenting findings, including papers, posters, webcasts, and other forums, and using data for program monitoring and evaluation, and CQI
- Advanced knowledge of application of software to facilitate data analysis required, as well as advanced knowledge of Microsoft Word/Excel/Access/PowerPoint/Outlook (familiarity with Intuit Quickbase or other web-based data management systems a plus).
- Project management to achieve work plan objectives, engaging team resources effectively, and demonstrated skills in project coordination and project management.
- Detail oriented, highly organized and ability to multi-task/manage multiple projects.
- Excellent written and verbal, communication and interpersonal skills, as well as ability to deal with partners and public (including funders, grantees, government bodies, people with questions, etc.)

---

### **How to apply:**

CAI offers a competitive salary with excellent benefits and working conditions.

**For immediate consideration: EMAIL, FAX or MAIL your cover letter, resume and salary range requirements** to our Human Resources Department, attention: **“Project Manager/Technical Advisor” Search.**

Mail:	<b>CAI Human Resources Department</b> 505 Eighth Avenue, Suite 1900, New York, NY 10018
Email:	<a href="mailto:employment@caiglobal.org">employment@caiglobal.org</a>
Fax:	212.629.3321
Website:	<a href="http://www.caiglobal.org">www.caiglobal.org</a>

---

### **~ ABOUT CAI ~**

*CAI is a global, diverse, mission-driven, nonprofit organization dedicated to improving the quality of health care and social services delivered to vulnerable populations worldwide. Since 1979 we've tackled the toughest health and social issues that confront populations and communities most impacted by health disparities.*

*Working as trusted partners with numerous funders, our customized services build the capacity of health and human service organizations, improving lives in the communities we serve.*

*Our passionate staff and commitment to the populations we serve drive us to innovate, educate and create positive change - fostering a more aware, healthy, compassionate and equitable world.*

*To learn more about our organization and services, please view our website at: [www.caiglobal.org](http://www.caiglobal.org)*

**Cicatelli Associates Inc. / CAI is an Equal Opportunity Employer**